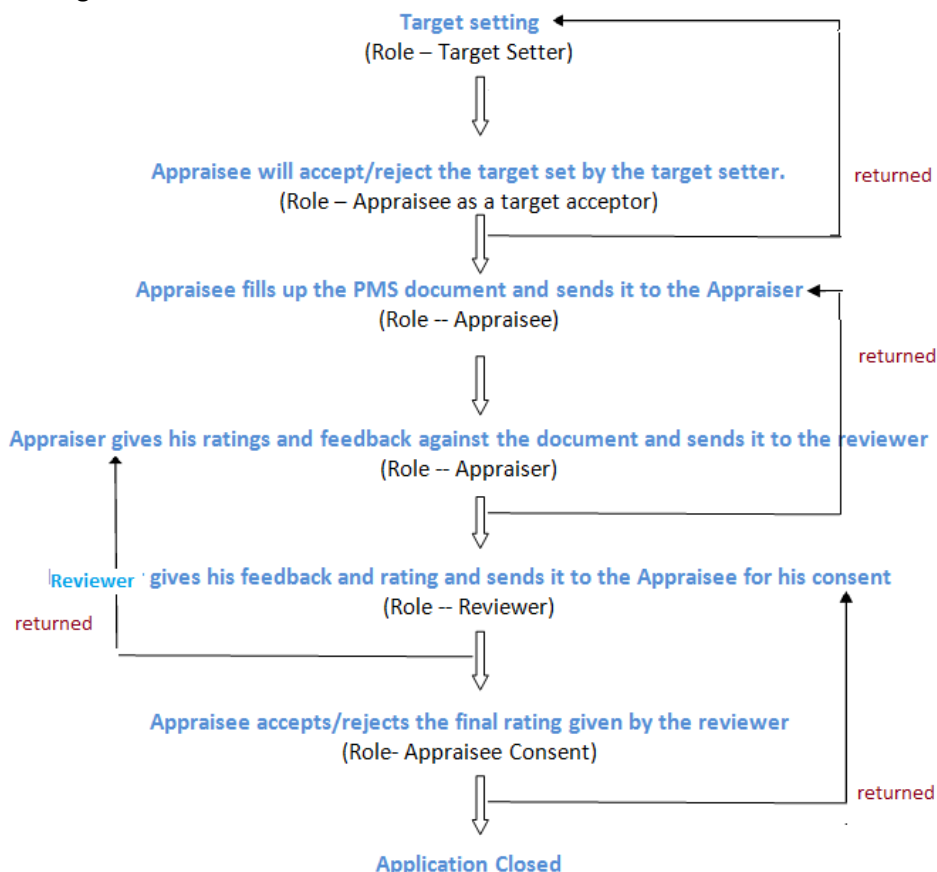


Performance Management System- User Manual

Introduction

The Performance management system i.e. PMS system has the following roles and stages; we have tried to explain it by a flowchart. The one in blue are the stages and the one in brackets preceded by “Role-“are the roles required for that stage. It just means if you have role then only you can be in that stage.



The backward arrows are used when the document is rejected and is moved backward where as the forward arrows means the document is accepted and moved forward.

There are three things which you need to know before proceeding.

1. Round to be used i.e. the year e.g. Round 11-12
2. In the round there are different templates e.g. non role based or role based. You don't have worry so much about this as you will have only those templates in your main menu for which your role is defined.
3. Role for that template.

The following fig 1.1 show the login screen for the PMS, login to the system with your valid login Id and password.


After login , you come to the main menu , where year wise- template wise your rolls pending documents are listed.



Fig: 1.1 (Login Screen)

Target Setter

If you have a role as target setter in the system then as shown in fig 2.1 you will get the



Performance Management System

Main Menu

Amlan Nag

w we have to edit this.

Appraisal Round DR12 (Dry Run for 2012-13)

Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Appraiser	2	0
	Target Setter	2	2

Appraisal Round 1112 (Test Round for 2011-2012)

Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	1	0
	Appraiser	4	0
	Target Setter	4	4


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Logout

Fig: 2.1 (Main menu)

link of the target setter as encircled with red , If you have pending more than '0' in then you have to set the target for those many documents. In the case above the pending documents are '1'.

When you click on the '1' listed below the pending column of the target setter for chosen template then you get the following screen i.e. fig 2.2.



RD


Round: DR12

Performance Management System

PENDING Appraisal Documents

45

Amlan Nag



Emp.#	Name of Appraisee	App #	Period	Stage	Pending With	Departmental BSC	Work Flow	Parti- cipants	Copy to Word	Rating History	View Doc
319	Aatrayee Sanyal Ghosh	1	01.04.12 01.03.13	Target Setting	Target Setter	Departmental BSC	WF	Part	Word	History	Target Setting
395	Paromita Sen	1	01.04.12 01.03.13	Target Setting	Target Setter	Departmental BSC	WF	Part	Word	History	Target Setting

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Main Menu

Logout

This screen will list all the documents pending in the target setting stage of your bucket. Presently we have only one in the fig shown but may have more than one.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	10	Target Setting	Pending With	Target Setter	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Key Result Area					
You need to provide a total of 100 points (under the points allotted column).					
Add New Record					
	Expected Outcome	Measure of Performance	Target Set	Weightage allotted (Sum of all the weightages should be 100)	
Delete	% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	50	
Delete	Improvement in recruitment lead time (Upto Middle Management)	%	100%	50	

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[Send to Appraisee](#)
[Save&Exit](#)
[SaveTemp](#)
[Exit Without Saving](#)
[Main Menu](#)
[Logout](#)

This fig opens the appraisal document for that particular employee, for which you will setting the target.

Then select a value from the expected outcome dropdown, this will list all the expected outcome for the department for which the employee document belongs to , if a non-role based template.

Select the measure of performance from the dropdown for that expected outcome.

And the weightages for that expected outcome for that employee, remember the sum of the weightages should be equal to 100.

Once you are done setting the target for that employee then click on the 'Send to Appraiser' button, Refer fig 2.3. You will get the pop up as shown in fig 2.4

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	10	Target Setting	Pending With	Target Setter	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Key Result Area					
You need to provide a total of 100 points (under the points allotted column).					
Add New Record					
	Expected Outcome	Measure of Performance	Target Set	Weightage allotted (Sum of all the weightages should be 100)	
Delete	% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%			
Delete	Improvement in average recruitment lead time (Upto Middle Management)	%	100%		50
<div> <div>(c) mjunction Services Ltd. 2012</div> <div> Send to Appraiser Save&Exit SaveTemp Exit Without Saving Main Menu Logout </div> </div>					

Fig: 2.4 (Appraisal document – screen 2)

Click 'Ok', It will ask for the confirmation twice. After that the document will go to the appraiser's bucket, giving you the message on your main menu as shown in fig 2.5 . And an automatic email will be sent to the appraiser by the system about the same.

mjunction

Performance Management System

Main Menu

Amlan Nag

Hello, This is the first appraisal

Appraisal Round DR12 (Dry Run for 2012-13)

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Non Roll based Template - Work Level F	Appraiser	2	0
	Target Setter	2	1

Appraisal Round 1112 (Test Round for 2011-2012)

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	1	0
	Appraiser	4	0
	Target Setter	4	4

The document is sent Successfully to - Target Acceptance!!

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Logout

Fig: 2.4 (Main menu of target setter)

Appraisee as a target acceptor

Once the target setter sets the target and sends it to the appraisee as a target acceptor's bucket then it will come in the appraisee main menu screen.

When the appraisee logs in, in the 'Your Role' column he has a menu item 'Appraisee as a target acceptor'. If you see the pending column against the menu item 'Appraisee as a target acceptor', he will have more than '0'. In this case it is '1'. Please refer below fig 3.1.



Performance Management System

Main Menu

Aatrayee Sanyal Ghosh

Hello, This is the first appraisal

Appraisal Round DR12 [Dry Run for 2012-13]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Non Roll based Template - Work Level F	Appraisee	1	0
	Appraisee as a target acceptor	1	1
	Appraisee Consent	1	0

Appraisal Round 1112 [Test Round for 2011-2012]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	2	0
	Appraisee as a target acceptor	2	0
	Appraisee Consent	2	0

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Logout

Fig: 3.1 (Appraisee's main menu)

Please note: One Appraisee can have more than one appraisal document. In the above case there are two documents for this employee. One as a 'Role based' and the other as 'Non role based'

Hence you have the links against each template.

Now you have to click on the '1' below the pending column against the role 'Appraisee as a target acceptor', by doing this you will come to the following screen fig 3.2.

Here in the 'view doc' column, you will have the link as 'Target Acceptance' if the timelines are open to accept the document otherwise it will be just the 'Not Allowed' text.

Performance Management System											
Round: DR12		PENDING Appraisal Documents						Aatrayee Sanyal Ghosh			
Emp.#	Name of Appraisee	App #	Period	Stage	Pending With	Departmental BSC	Work Flow	Participants	Copy to Word	Rating History	View Doc
319	Aatrayee Sanyal Ghosh	1	01.04.12 01.03.13	Target Acceptance	Appraisee as a target acceptor	Departmental BSC	WF	Part	Word	History	Target Acceptance
(c) mjunction Services Ltd. 2012										Main Menu Logout	

Fig: 3.2 (Appraisee's pending appraisal documents)

When you click on the 'Target Acceptance' link, you will actually open the appraisal document i.e. you will get the fig 3.3 screen.

In this screen you can see the target set by your target setter in the expected outcome column, remember none of the field is editable at this stage, You can just 'Accept targets' from the buttons provided below or if you are not satisfied with the target set and want to send it back to the target setter for any changes, you will have to click on the 'return to target setter' button provided below . Please refer fig 3.3

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	15	Target Acceptance	Pending With	Appraisee as a target acceptor	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Key Result Area					
You need to provide a total of 100 points (under the points allotted column).					
Expected Outcome	Measure of Performance	Target Set	Weightage allotted (Sum of all the weightages should be 100)		
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	50		
Improvement in average recruitment lead time (Upto Middle Management)	%	100%	50		
(c) mjunction Services Ltd. 2012					
Return to Target Setter Accept Targets Exit Without Saving Main Menu Logout					

Fig: 3.3 (Appraisee's appraisal form – target set)

When you click on the 'Return to target setter' link, as shown in 3.4 – screen 1 you will get the confirmation popup twice. After clicking 'Ok' in the confirmation popup twice you will get the fig: 3.4 – screen 2.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	15	Target Acceptance	Pending With	Appraisee as a target acceptor	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Key Result Area					
You need to provide a total of 100 points (under the points allotted column).					
Expected Outcome	Measure of Performance	Target Set	Weightage allotted (Sum of all the weightages should be 100)		
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	50		
Improvement in average recruitment lead time (Upto Middle Management)	%				
<div> <div>Microsoft Internet Explorer</div> <div> <p>You have requested to 'Return to Target Setter'. Are you sure?</p> <p>OK Cancel</p> </div> </div>					
(c) mjunction Services Ltd. 2012					
Return to Target Setter Accept Targets Exit Without Saving Main Menu Logout					

Fig: 3.4 (Appraisee's appraisal document – return to target setter- screen 1)

In the fig 3.4 – screen 2, you have to give the reason for returning it back to the target setter and click 'Ok'. This will also confirm the message twice to you and the document goes back to the target setter. This will shoot a mail to the target setter along the message which you have a entered.

Explorer User Prompt

Script Prompt:

Please specify any reasons for sending back here (optional):

OK Cancel

Appraisal Document of Aatrayee Sanyal Ghosh

Appraisal Cycle	DR12	Dry Run for 2012-13
App#	1	Period: 01.04.2012 to 01.03.2013
Pending With	Appraiser as a target acceptor	Aatrayee Sanyal Ghosh
Company	MJunction	
Function	NA	
Work Level	F	

Location: Kolkata

Section: Key Result Area

You need to provide a total of 100 points (under the points allotted column).

Expected Outcome	Measure of Performance	Target Set	Weightage allotted (Sum of all the weightages should be 100)
<div style="border: 1px solid #ccc; padding: 2px;">% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles</div>	<div style="border: 1px solid #ccc; padding: 2px;">%</div>	<div style="border: 1px solid #ccc; padding: 2px;">100%</div>	<div style="border: 1px solid #ccc; padding: 2px;">50</div>
<div style="border: 1px solid #ccc; padding: 2px;">Improvement in average recruitment lead time (Upto Middle Management)</div>	<div style="border: 1px solid #ccc; padding: 2px;">%</div>	<div style="border: 1px solid #ccc; padding: 2px;">100%</div>	<div style="border: 1px solid #ccc; padding: 2px;">50</div>

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[Return to Target Setter](#)
[Accept Targets](#)
[Exit Without Saving](#)
[Main Menu](#)
[Logout](#)

Fig. 3.5 (Appraiser's appraisal document – return to target setter- screen 2)

And if you wish to 'Accept the targets' just click on 'Accept target' button given below and it will give you a confirmation popup as shown in the fig 3.6. This will confirm twice on doing this, it will shoot a mail to the target setter that you have accepted the targets.

Appraisal Document of Aatrayee Sanyal Ghosh

Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	15	Target Acceptance	Pending With	Appraiser as a target acceptor	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				

Section: Key Result Area

You need to provide a total of 100 points (under the points allotted column).

Expected Outcome	Measure of Performance	Target Set	Weightage allotted (Sum of all the weightages should be 100)
<div style="border: 1px solid #ccc; padding: 2px;">% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles</div>	<div style="border: 1px solid #ccc; padding: 2px;">%</div>	<div style="border: 1px solid #ccc; padding: 2px;">100%</div>	<div style="border: 1px solid #ccc; padding: 2px;">50</div>
<div style="border: 1px solid #ccc; padding: 2px;">Improvement in average recruitment lead time (Upto Middle Management)</div>	<div style="border: 1px solid #ccc; padding: 2px;">%</div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>	<div style="border: 1px solid #ccc; padding: 2px;"></div>

Microsoft Internet Explorer

?

You have requested to Accept Targets. After this, you cannot make changes. Are you sure?

OK Cancel

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[Return to Target Setter](#)
[Accept Targets](#)
[Exit Without Saving](#)
[Main Menu](#)
[Logout](#)

Fig. 3.6 (Appraiser's appraisal document – accept the target set)

You will also get a successful completion message on your main menu as shown in fig 3.7

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Performance Management System

Main Menu

Aatrayee Sanyal Ghosh

Hello, This is the fi

Appraisal Round DR12 [Dry Run for 2012-13]

Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Appraisee	1	1
	Appraisee as a target acceptor	1	0
	Appraisee Consent	1	0

Appraisal Round 1112 [Test Round for 2011-2012]

Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	2	0
	Appraisee as a target acceptor	2	0
	Appraisee Consent	2	0

The document is sent Successfully to - Self Appraisal!!

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Logout

Fig: 3.7 (Appraisee's Main menu)

Appraisee

When you login to the PMS system and you have a role of an appraisee, you will get the below screen i.e. Fig 4.1.

If you see the screen, in the 'Your Role' column you will get the menu item as 'Appraisee' against that



Performance Management System

Main Menu

Aatrayee Sanyal Ghosh

Hello, This is the first appraisal test cycle. Now we have to ed

Appraisal Round DR12 [Dry Run for 2012-13]

		Appraisal Documents	
Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Appraisee	1	1
	Appraisee as a target acceptor	1	0
	Appraisee Consent	1	0

Appraisal Round 1112 [Test Round for 2011-2012]

		Appraisal Documents	
Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	2	0
	Appraisee as a target acceptor	2	0
	Appraisee Consent	2	0

(c) mjunction Services Ltd. 2012

Logout

Fig: 4.1 (Appraisee's Main menu)

You will get the details like how many total documents you have and how many are pending among them for each role.

Note: This list will be round wise and template wise. I.e. for round 2011-2012, there two template documents, One is 'Role based' and other is 'Non role based' and against each of them you will get the menu item for each role.

Refer fig 4.1, see the encircled menu item. It has menu item in the 'your role' column as 'Appraisee' and in the 'pending' column as '0' for 'Non role based template' and '1' for the 'Role based template'

When you click on the '1' given in the pending column for the role Appraisee, you will get the below screen.

Performance Management System											
M3 Round: DR12		PENDING Appraisal Documents						Aatrayee Sanyal Ghosh			
Emp.#	Name of Appraiser	App #	Period	Stage	Pending With	Departmental BSC	Work Flow	Participants	Copy to Word	Rating History	View Doc
319	Aatrayee Sanyal Ghosh	1	01.04.12 01.03.13	Self Appraisal	Appraiser	Departmental BSC	WF	Part	Word	History	Self Appraisal

(c) mjunction Services Ltd. 2012

Main Menu Logout

Fig: 4.2 (Appraiser's pending document)

You have to click on 'Self Appraisal' link towards the extreme right in the 'View Doc' column. If the timelines are open you will get the self appraisal link or you will get the 'Not allowed' text.

Click on the 'Self Appraisal' link and you will open the actual appraisal document as shown in fig 4.3 screen 1.

Appraisal Document of Aatrayee Sanyal Ghosh						
Company	M3	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13	
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013	
Stage	30	Self Appraisal	Pending With	Appraiser	Aatrayee Sanyal Ghosh	
Designation	Senior Officer		Company	Mjunction		
SBU	Human Resources		Function	NA		
Sub-Function	NA		Work Level	F		
Location	Kolkata					
Section: Key Result Area						
You need to provide a total of 100 points (under the points allotted column).						
Expected Outcome	Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Interdependences and Support from others (Max 500 characters)
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	100%	50	5	
Improvement in average recruitment lead time (Upto Middle Management)	%	100%	100%	50	5	

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Return to Target Setter Save&Exit SaveTemp Next Section Exit Without Saving Main Menu Logout

Fig: 4.3 (Appraiser's view- appraisal document of an employee- screen 1)

Here you will get all the accepted target set by the target setter and now against each of the target set you need to fill the 'Target achieved' column and give the self on a scale of 1 to 5, Where 1 is the highest and 5 is the lowest.

'Save temp' button is provided to maintain the session while you fill up the document and no data is lost. Please click on this button after every 5-10 minutes.

'Save and Exit' button is given so that you can save the data whatever you have filled now and directly exit and next time when you login you will get the data which you have filled.

'Prev Section' button is to go the previous section while you are scrolling through the document.

'Next Section' button is to go the next section while you are scrolling through the document.

'Return to target setter' button is to send the document back to the target setter, if any modification are required at this stage.

'Logout' button is to logout the system without saving the data.

All these buttons will be available throughout the document. Except 'Prev section' will not be available on the first page and the 'Next Section' button will not be available on the last page.

If you have any Interdependencies, fill up that column against each expected outcome and click on Next Section and you will get the next form as shown in fig 4.4. But if you wish to return the document back to target setter for any modification you can click on the 'return to target setter link' at any time and on any form.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	30	Self Appraisal	Pending With	Appraiser	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			

Section: Key Behavioural Qualities	
Attributes and their description KBQ	Points Scored (1 to 5) Self
Client Focus-Understands customer needs and drives long term customer satisfaction. Builds and strengthens customer relationships. Descriptor	1 - Inspires Others
Excellence-Executes actions in a focused manner within defined guidelines of cost, quality and time. Descriptor	1 - Inspires Others
Teamwork and Collaboration -Creates and sustains positive working relationships both within and external to the organization. Descriptor	4 - Needs support to Demonstrate
Innovation-Develops and applies innovative solutions / Best Practices to make improvements and resolve problems for the organization. Drives a culture of continuous learning. Descriptor	1 - Inspires Others
Learning Orientation and Leveraging Knowledge-Demonstrates ability to learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. Descriptor	2 - Teaches Others
Planning and Organizing-Develops strategies and schedules for meeting goals and anticipates obstacles to goal attainment. Descriptor	3 - Regularly Demonstrate
Business Orientation-Contributes to enhancing the organization's business focus by developing Business Plans/ strategies. Descriptor	4 - Needs support to Demonstrate
Leading and Developing People-Leads by nurturing, motivating and providing constructive feedback. Provides support & guidance in achievement of desired goals. Descriptor	5 - Struggles to Demonstrate
	1 - Inspires Others

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Return to Target Setter
Save&Exit
SaveTemp
Prev Section
Next Section
Exit Without Saving
Main Menu
Logout

Fig: 4.4 (Appraiser's view- appraisal document- screen 2)

This section is about the 'Key behavioural qualities' i.e. KBQ, against each quality, you will get a drop down. Where '1' is the highest and '5' is the 'lowest'. Select the appropriate value from the dropdown against each KBQ and click on 'Next Section'.

Fig: 4.5 screen 1, is the confirmation popup message screen when you click on the return to target setter. It will be asked twice, after that as shown in fig 4.6 screen 2, it will prompt for the reason for which you are returning the document back. Even this will be confirmed twice, by clicking on the 'Ok' button. The document will be sent back to the target setter and also an intimation mail will be sent to him.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	30	Self Appraisal	Pending With	Appraiser	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			

Section: Key Behavioural Qualities	
Attributes and their description KBQ	Points Scored (1 to 5) Self
Client Focus-Understands customer needs and drives long term customer satisfaction. Builds and strengthens customer relationships. Descriptor	1 - Inspires Others
Excellence-Executes actions in a focused manner within defined guidelines of cost, quality and time. Descriptor	1 - Inspires Others
Teamwork and Collaboration -Creates and sustains positive working relationships both within and external to the organization. Descriptor	4 - Needs support to Demonstrate
Innovation-Develops and applies innovative solutions / Best Practices to make improvements and resolve problems for the organization. Drives a culture of continuous learning. Descriptor	1 - Inspires Others
Learning Orientation and Leveraging Knowledge-Demonstrates ability to learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. Descriptor	1 - Inspires Others
Planning and Organizing-Develops strategies and schedules for meeting goals and anticipates obstacles to goal attainment. Descriptor	1 - Inspires Others
Business Orientation-Contributes to enhancing the organization's business focus by developing Business Plans/ strategies. Descriptor	1 - Inspires Others
Leading and Developing People-Leads by nurturing, motivating and providing constructive feedback. Provides support & guidance in achievement of desired goals. Descriptor	1 - Inspires Others

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Return to Target Setter
Save&Exit
SaveTemp
Prev Section
Next Section
Exit Without Saving
Main Menu
Logout

Fig: 4.5 (Appraiser's view- return to target setter - screen 1)

Appraisal Document of Aatrayee Sanyal Ghosh					
Appraisal Cycle		DR12		Dry Run for 2012-13	
App#		1		Period: 01.04.2012 to 01.03.2013	
Pending With		Appraiser		Aatrayee Sanyal Ghosh	
Company		Mjunction			
Function		NA			
Work Level		F			

Section: Key Behavioural Qualities		
Attributes and their description KBQ	Points Scored (1 to 5) Self	
Client Focus-Understands customer needs and drives long term customer satisfaction. Builds and strengthens customer relationships. Descriptor	1 - Inspires Others	
Excellence-Executes actions in a focused manner within defined guidelines of cost, quality and time. Descriptor	1 - Inspires Others	
Teamwork and Collaboration -Creates and sustains positive working relationships both within and external to the organization Descriptor	4 - Needs support to Demonstrate	
Innovation-Develops and applies innovative solutions / Best Practices to make improvements and resolve problems for the organization. Drives a culture of continuous learning. Descriptor	1 - Inspires Others	
Learning Orientation and Leveraging Knowledge-Demonstrates ability to learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective Descriptor	1 - Inspires Others	
Planning and Organizing-Develops strategies and schedules for meeting goals and anticipates obstacles to goal attainment Descriptor	1 - Inspires Others	
Business Orientation-Contributes to enhancing the organization's business focus by developing Business Plans/ strategies Descriptor	1 - Inspires Others	
Leading and Developing People-Leads by nurturing, motivating and providing constructive feedback. Provides support & guidance in achievement of desired goals Descriptor	1 - Inspires Others	

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Return to Target Setter Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout

Fig: 4.6 (Appraiser's view- return to target setter - screen 2)

When you click on the 'Next Section' button of the fig: 4.4, you will get the below screen as shown in fig 4.6

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	30	Self Appraisal	Pending With	Appraiser	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	Mjunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			

Section: Other Performance Considerations	
The first two questions are to be answered by the Appraiser. The final question by the Appraiser.	
Description	Value
Special achievements during the period. (max 1000 characters)	
Employee comments (max 1000 characters)	

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Submit to Appraiser Return to Target Setter Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout

Fig: 4.6 (Appraiser's view-Appraisal document - screen 3)

Here you need to fill up the special achievements and give your comments, if you wish to. After filling up, if you click on the 'Submit to Appraiser' link of the fig 4.6, it will prompt for the confirmation twice as shown in fig 4.7.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	30	Self Appraisal	Pending With	Appraiser	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	Mjunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			


Section: Other Performance Considerations	
The first two questions are to be answered by the Appraiser. The final question by the Appraiser.	
Description	Value
Special achievements during the period. (max 1000 characters)	
Employee comments (max 1000 characters)	

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Submit to Appraiser Return to Target Setter Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout

Fig: 4.7 (Appraiser's view- Submit to appraiser)

When you click 'Ok' twice, the document will be submitted to the Appraiser and a mail will be triggered to him informing about the same. And you will be redirected to the mail menu with the successful message as shown in fig 4.8.



Performance Management System

Main Menu

Aatrayee Sanyal Ghosh

Hello, This is the first appraisal test cycle

Appraisal Round 0812 [Dry Run for 2012-13]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Non Roll based Template - Work Level F	Appraisee	1	0
	Appraisee as a target acceptor	1	0
	Appraisee Consent	1	0

Appraisal Round 1112 [Test Round for 2011-2012]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	2	0
	Appraisee as a target acceptor	2	0
	Appraiser Consent	2	0

The document is sent Successfully to - Appraiser!!

(c) mjunction Services Ltd. 2012

Logout

Fig: 4.8 (Appraiser's main menu)

Appraiser

When you login to the PMS system and you have a role of appraiser, you will get the similar screen as shown Fig 5.1.

mjunction

Performance Management System

Main Menu

Amlan Nag

Hello, This is the first appraisal test cycle. Now we have to edit this.

Appraisal Round 0812 [Dry Run for 2012-13]		Appraisal Documents	
Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Appraiser	2	1
	Target Setter	2	1

Appraisal Round 1112 [Test Round for 2011-2012]		Appraisal Documents	
Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	1	0
	Appraiser	4	0
	Target Setter	4	4

(c) mjunction Services Ltd. 2012

Logout

Fig: 5.1 (Appraiser's Main menu)

If you see the screen, in the 'Your Role' column you will get the menu item as 'Appraiser' against that you will get the details like how many 'Total' documents you have to appraise and how many are pending among them.

Note: This list will be round wise and template wise. I.e. for round 2011-2012, there are two template documents, one is 'Role based' and other is 'Non role based' and against each of them you will get the menu item for each of your role.

Refer fig 5.1 , It has menu item in the 'your role' column as 'Appraiser' and in the 'pending' column as '0' for 'Non role based template' and '1' for the 'Role based template'

When you click on the '1' given in the pending column for Appraiser, you will get the below screen.

mjunction		MJ	Performance Management System						45	mjunction	
Round: DR12			PENDING Appraisal Documents						Amlan Nag		
Emp.#	Name of Appraisee	App #	Period	Stage	Pending With	Departmental BSC	Work Flow	Participants	Copy to Word	Rating History	View Doc
319	Aatrayee Sanyal Ghosh	1	01.04.12 01.03.13	Appraiser	Appraiser	Departmental BSC	WF	Part	Word	History	Appraiser

(c) mjunction Services Ltd. 2012 Main Menu Logout

Fig: 5.2 (Appraiser's pending documents)

You have to click on 'Appraiser' link towards the extreme right in the 'View Doc' column.

Note: If the timelines are open you will get the 'Appraiser' link or you will get the 'Not allowed' text.

In the fig 5.2, since pending document was '1' we got only one list entry but you will get all the entries which are pending in your bucket.

Click on the 'Appraiser' link and you will open the actual appraisal document of that employee as shown in fig 5.3 screen 1.

Appraisal Document of Aatrayee Sanyal Ghosh							
Company	MJ	M-Junction	Appraisal Cycle	DR:2	Dry Run for 2012-13		
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013		
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag		
Designation		Senior Officer	Company	Mjunction			
SBU		Human Resources	Function	NA			
Sub-Function		NA	Work Level	F			
Location		Kolkata					
Section: Key Result Area							
You need to provide a total of 100 points (under the points allotted column).							
Expected Outcome	Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Rating Appraiser	Interdependences and Support from others (Max 500 characters)
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	100%	50	5	5	
Improvement in average recruitment lead time (Upto Middle Management)	%	100%	100%	50	5	5	

(c) mjunction Services Ltd. 2012 Return Back to Appraisee Save&Exit SaveTemp Next Section Exit Without Saving Main Menu Logout

Fig: 5.3 (Appraiser's view- Appraisal document of an employee – screen1)

This is the completed appraisal document which the appraiser has filled and sent it you.

He has given his self rating and you being the appraiser are expected to judge each expected outcome listed and give your rating in the 'Rating Appraiser' column against each of the line item.

All fields are read-only except the 'Rating Appraiser' field which you are supposed to fill.

Here as you see at the end of the form there are many buttons, briefly I have described them as below.

'Save temp' button is provided to maintain the session while you fill up the document and no data is lost. Please click on this button after every 5-10 minutes.

'Save and Exit' button is given so that you can save the data whatever you have filled now and directly exit and next time when you login you will get the data which you have filled.

'Prev Section' button is to go to the previous section while you are scrolling through the document.

‘Next Section’ button is to go the next section while you are scrolling through the document.

‘Return to target setter’ button is to send the document back to the target setter, if any modification are required at this stage.

‘Logout’ button is to logout the system without saving the data.

All these buttons will be available throughout the document. Except ‘Prev section’ will be not available on the first page and the ‘Next Section’ button will not be available on the last page.

Due to any reason if you wish to return the document back to the ‘Appraisee’ you can do that by clicking the ‘Return to Appraisee’ button any time while scrolling through the appraisal document.

Fig: 5.4 screen-1, is the confirmation popup message screen when you click on the return to ‘Return to Appraisee’, it will be asked twice.

Appraisal Document of Aatrayee Sanyal Ghosh							
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13		
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013		
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag		
Designation		Senior Officer	Company	MJunction			
SBJ		Human Resources	Function	NA			
Sub-Function	NA		Work Level	F			
Location		Kolkata					
Section: Key Result Area							
You need to provide a total of LUU points (under the points allotted column).							
Expected Outcome	Measure of Performance	Target Set	Target Achieved	Weightage allotted (Sum of all the eightages should be 100)	Rating Self	Rating Appraiser	Interdependences and Support from others (Max 500 characters)
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%		0	5	E	
Improvement in average recruitment lead time (Upto Middle Management)	%	100%	10%	50	5	E	

Microsoft Internet Explorer

You have requested to 'Return Back to Appraisee'. Are you sure?

OK Cancel

(c) mjunction Services Ltd. 2012

Return Back to Appraisee Save&Exit SaveTemp Next Section Exit Without Saving Main Menu Logout

Fig: 5.4 (Appraiser's view- return to appraisee – screen1)

After that as shown in fig 5.5 screen-2, it will prompt for the reason for which you are returning the document back. Even this will confirmed twice, by clicking on the ‘Ok’ button. The document will be sent back to the appraisee and also an intimation mail will be sent to him.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation	M Junction				
SBU	NA				
Sub-Function	F				
Location					
Section: Key Behavioural Qualities					
You need to					

Explorer User Prompt

Script Prompt:

Please specify any reasons for sending back here (optional):

OK Cancel

Expected Outcome	Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Rating Appraiser	Interdependences and Support from others (Max 500 characters)
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	100%	50	5	5	
Improvement in average recruitment lead time (Upto Middle Management)	%	100%	100%	50	5	5	

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Return Back to Appraisee Save&Exit SaveTemp Next Section Exit Without Saving Main Menu Logout

Fig: 5.5 (Appraiser's view- return to appraisee – screen 2)

If you wish to proceed with the document then on fig 5.3, you have to click 'Next section' and you will get the below screen Fig: 5.6.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation	Senior Officer		Company	M Junction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Key Behavioural Qualities					

Attributes and their description KBQ	Points Scored (1 to 5) Self	Points Scored Appraiser
Client Focus-Understands customer needs and drives long term customer satisfaction. Builds and strengthens customer relationships. Descriptor	1 - Inspires Others	1
Excellence-Executes actions in a focused manner within defined guidelines of cost, quality and time. Descriptor	1 - Inspires Others	1
Teamwork and Collaboration -Creates and sustains positive working relationships both within and external to the organization Descriptor	4 - Needs support to Demonstrate	4
Innovation-Develops and applies innovative solutions / Best Practices to make improvements and resolve problems for the organization. Drives a culture of continuous learning. Descriptor	1 - Inspires Others	1
Learning Orientation and Leveraging Knowledge-Demonstrates ability to learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective Descriptor	1 - Inspires Others	1
Planning and Organizing-Develops strategies and schedules for meeting goals and anticipates obstacles to goal attainment Descriptor	1 - Inspires Others	1
Business Orientation-Contributes to enhancing the organization's business focus by developing Business Plans/ strategies Descriptor	1 - Inspires Others	1
Leading and Developing People-Leads by nurturing, motivating and providing constructive feedback. Provides support & guidance in achievement of desired goals Descriptor	1 - Inspires Others	1

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Return Back to Appraisee Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout

Fig: 5.6 (Appraiser's view- Appraisal document of an employee – screen 2)

Here you can view all the key behavioural qualities on which you have to judge the appraisee. You can also see the rating given by the appraisee to himself in column 'Points scored (1 to 5) Self'.

Note : '1' is highest and '5' is the lowest.

You have to put your ratings in the 'points scored (1 to 5) Appraiser' column against each quality. Once you are done with this page, click on the 'Next section' button and you will get the below screen i.e. fig: 5.7

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Other Performance Considerations					
The first two questions are to be answered by the Appraisee. The final question by the Appraiser.					
Description			Value		
Special achievements during the period. (max 1000 characters)					
Employee comments (max 1000 characters)					
Summary of Feedback (to be filled by Appraiser) (max 1000 characters)					
Summary of Feedback (to be filled by Reviewer) (max 1000 characters)					
(c) mjunction Services Ltd. 2012					
Return Back to Appraisee Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout					

Fig. 5.7 (Appraiser's view- Appraisal document of an employee – screen 3)

You can see the Appraisee has filled up his special achievements and comments. You have to fill the Summary of feedback (to be filled by Appraiser) (max 1000 characters) field. This is only editable field for you on this form.

As you can see there is one more field 'Summary of feedback (to be filled by Appraiser)(max 1000 characters)', which is filled by reviewer. This is available to you in a read-only form in a case when due to some reasons if the document is sent back to you, you can see the reviewer's comments here.

When you are done with this form, click on the 'Next Section' button and you will get the following form i.e. fig. 5.8.

This is form where you can put the training requirements for that employee.

Initially there won't be any entry, No blank row will be there. You have to add the blank row by clicking on the 'Add new row' link in the extreme left of the form.

When you click 'Add new row' you form will look similar to fig 5.8. You can add as many row as needed for that employee.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Training Needs Assessment					
Please list in order of priority. You may enter from zero upto a maximum of five training needs.					
Add New Record					
Training Need (max 500 characters)	Why required. How will this impact performance and growth.		Proposed Completion Date	Comments by Reviewer (max 1000 characters)	
(c) mjunction Services Ltd. 2012					
Return Back to Appraisee Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout					

Fig. 5.8 (Appraiser's view- Appraisal document of an employee – screen 4)

Fill up each line item according to the header's given for each column. Here you can also see the reviewer comments for each training need in case the document is sent back to you by the reviewer.

If you wish delete any row which you have added , you can do that by clicking on the 'Delete' given on the extreme left of each row added, refer fig : 5.8 .

If you click the delete button you will get the un-delete link for that line item as shown in fig 5.8.1, this facility is given, in case you hit the delete link by mistake it should not get deleted.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Training Needs Assessment					
Please list in order of priority. You may enter from zero upto a maximum of five training needs.					
Add New Record					
	Training Need (max 500 characters)		Why required. How will this impact performance and growth.		Proposed Completion Date
Delete	PMS		PMS		01.06.2012
Comments by Reviewer (max 1000 characters)					
(c) mjunction Services Ltd. 2012 Return Back to Appraisee Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout					

Fig: 5.8.1 (Appraiser's view- Appraisal document of an employee – screen 4- Delete)

Now if you click 'un-delete' that row will available to you again. If you wish to delete that line item just keep the 'un-delete' link and that row will be deleted when you move to the next section.

Once you are done with this form `click on 'Next Section' button and you will get the form below as shown in fig: 5.9.1

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description		Value			
Recommendations for Confirmation		Already Confirmed			
Recommendations for Promotion		(Not Given)			
Justification / Comments		(Not Given)			
		No Promotion			
		Promote			
Calculated Rating		Promotion Not Due			
		Doesn			
Appriasee consent remarks					

Fig: 5.9.1 (Appraiser's view- Appraisal document of an employee – screen 5)

Here you see that rating calculated for that employee by the system. Select the appropriate value for the 'Recommendations for Confirmation' dropdown for that employee as shown in fig 5.9.1.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description	Value				
Recommendations for Confirmation	Already Confirmed				
Recommendations for Promotion	(Not Given)				
Justification / Comments	Do Not Confirm				
	Confirm				
	Already Confirmed				
Calculated Rating	Doesn				
Appriasee consent remarks					
(c) mjunction Services Ltd. 2012 Submit to Reviewer Return Back to Appraisee Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Fig: 5.9.2 (Appraiser's view- Appraisal document of an employee – screen 5)

Now you can select the appropriate value for 'Recommendations for promotion' dropdown as shown in fig: 5.9.2.

Put your justification comments for the ratings given by you for that employee. Here you can also see the Appraisee consent remarks. This provided in read-only form to you, in-case the appraisal document is sent back to you by the Appraisee from last stage i.e. the 'Appraisee Consent stage'. Here you can view the comments of the appraisee.

After filling up all the required details, if you click on the 'Submit to reviewer' link of the fig 5.9.2, it will prompt for the confirmation twice as shown in fig 5.10.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	31	Appraiser	Pending With	Appraiser	Amlan Nag
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description	Value				
Recommendations for Confirmation	Already Confirmed				
Recommendations for Promotion	(Not Given)				
Justification / Comments	Do Not Confirm				
	Confirm				
	Already Confirmed				
Calculated Rating	Doesn				
Appriasee consent remarks					
(c) mjunction Services Ltd. 2012 Submit to Reviewer Return Back to Appraisee Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Microsoft Internet Explorer

You have requested to Submit to Reviewer. After this, you cannot make changes. Are you sure?

[OK](#) [Cancel](#)

Fig: 5.10 (Appraiser's view- Submit to reviewer)

When you click 'OK' twice, the document will be submitted to the Appraiser and a mail will be triggered to him informing about the same. And you will be redirected to the main menu with the successful message as shown in fig 5.11.

mjunction

Performance Management System

Main Menu

Amlan Nag

Hello, This is the first appraisal test cycle. Now we

Appraisal Round DR12 (Dry Run for 2012-13)		Appraisal Documents	
Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Appraiser	2	0
	Target Setter	2	1
Appraisal Round 1112 (Test Round for 2011-2012)		Appraisal Documents	
Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	1	0
	Appraiser	4	0
	Target Setter	4	4
The document is sent Successfully to - Reviewer!!			

(c) mjunction Services Ltd. 2012

Logout

Fig: 5.11 (Appraiser's main menu)

Reviewer

When you login to the PMS system and you have role of 'reviewer', you will get the similar screen i.e. Fig 6.1

If you see the screen, In the 'Your Role' column you will get the menu item as 'Appraisee' against that You will get the details like how many total documents you have to review and how many are pending among them.

mjunction

Performance Management System

Main Menu

Korak Saha

Hello, This is the first appraisal test cycle. Now we

Appraisal Round DR12 (Dry Run for 2012-13)

Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Reviewer	2	1

Appraisal Round 1112 (Test Round for 2011-2012)

Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	1	0
	Appraiser	2	0
	Reviewer	11	0

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Logout

Fig: 6.1 (Reviewer's main menu)

Note: This list will be round wise and template wise. I.e. for round 2011-2012, there are two template documents, one is 'Role based' and other is 'Non role based' and against each of them you will get the menu item for each role.

Refer fig 6.1. It has menu item in the 'your role' column as 'Reviewer' and in the 'pending' column as '0' for 'Non role based template' and '1' for the 'Role based template'

When you click on the '1' given in the pending column for Reviewer, you will get the below screen as shown in fig: 6.2.

 RD Round: DR12		Performance Management System PENDING Appraisal Documents							16 Korak Saha 		
Emp.#	Name of Appraisee	App #	Period	Stage	Pending With	Departmental BSC	Work Flow	Parti- cipants	Copy to Word	Rating History	View Doc
319	Aatrayee Sanyal Ghosh	1	01.04.12 01.03.13	Reviewer	Reviewer	Departmental BSC	WF	Part	Word	History	Reviewer
(c) mjunction Services Ltd. 2012										Admin Menu	Logout

You have to click on 'Reviewer link towards the extreme right in the 'View Doc' column.

In the fig 6.2, since pending document was '1' we got only one list entry but you will get all the entries which are pending in your bucket.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function	NA		Work Level	F	
Location		Kolkata			

Section: Key Result Area

You need to provide a total of 100 points (under the points allotted column).

Expected Outcome	Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Rating Appraiser	Rating Reviewer
<div> % of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles </div>	<div> % </div>	<div> 100% </div>	<div> 100% </div>	<div> 50 </div>	<div> 5 </div>	<div> 5 </div>	<div> 5 </div>
<div> Improvement in average recruitment lead time (Upto Middle Management) </div>	<div> % </div>	<div> 100% </div>	<div> 100% </div>	<div> 50 </div>	<div> 5 </div>	<div> 5 </div>	<div> 5 </div>

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Return Back to Appraiser

Save&Exit

SaveTemp

Next Section

Exit Without Saving

This is the completed appraisal document which the appraisee has filled and the appraiser has appraised in his capacity sent it you. Appraiser has given his self rating and the appraiser has given his rating and you being the reviewer are expected to judge each expected outcome listed and give your rating in the 'Rating Reviewer' column against each of the line item.

Appraisal Document of Aatrayee Sanyal Ghosh							
M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13				
Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013				
Reviewer	Pending With	Reviewer	Korak Saha				
Senior Officer	Company	MJunction					
an Resources	Function	NA					
	Work Level	F					
ata							
f 100 points (under the points allotted column).							
Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Rating Appraiser	Rating Reveiwer	Interdependances and Support from others (Max 500 characters)
% %	100%	100%	50	5	5	5	
% %	100%	100%	50	5	5	5	

Return Back to Appraiser
Save&Exit
SaveTemp
Next Section
Exit Without Saving
Main Menu
Logout

Fig: 6.3.2 (Reviewer's view – Appraisal document of an employee – screen 1)

All fields are read-only except the 'Rating Reviewer' field which you are supposed to fill.

Here as you see at the end of the form there are many buttons, briefly I have described them as below.

'Save temp' button is provided to maintain the session while you fill up the document and no data is lost. Please click on this button after every 5-10 minutes.

'Save and Exit' button is given so that you can save the data whatever you have filled now and directly exit and next time when you login you will get the data which you have filled.

'Prev Section' button is to go the previous section while you are scrolling through the document.

'Next Section' button is to go the nest section while you are scrolling through the document.

'Return to Appraiser' button is to send the document back to the Appraiser.

'Logout' button is to logout the system without saving the data.

All these buttons will be available throughout the document. Except 'Prev section' will be not available on the first page and the 'Next Section' button will not be available on the last page.

Due to any reason if you wish to return the document back to the 'Appraiser' you can do that by clicking the 'Return to Appraiser' button any time while scrolling through the appraisal document.

The confirmation popup message will be prompted twice when you click on the return to 'Return to Appraiser'. After that it will prompt for the reason for which you are returning the document back. Even this will confirmed twice, by clicking on the 'Ok' button. The document will be sent back to the appraiser and also an intimation mail will be sent to him

If you wish to proceed with the document then on fig 6.3.1, you have to click 'Next section' and you will get the below screen Fig: 6.4.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Key Behavioural Qualities					
Attributes and their description KBQ			Points Scored (1 to 5) Self	Points Scored Appraiser	Points Scored Reviewer
Client Focus-Understands customer needs and drives long term customer satisfaction. Builds and strengthens customer relationships. Descriptor			1 - Inspires Others	1	1
Excellence-Executes actions in a focused manner within defined guidelines of cost, quality and time. Descriptor			1 - Inspires Others	1	1
Teamwork and Collaboration -Creates and sustains positive working relationships both within and external to the organization. Descriptor			4 - Needs support to Demonstrate	4	4
Innovation-Develops and applies innovative solutions / Best Practices to make improvements and resolve problems for the organization. Drives a culture of continuous learning. Descriptor			1 - Inspires Others	1	1
Learning Orientation and Leveraging Knowledge-Demonstrates ability to learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. Descriptor			1 - Inspires Others	1	1
Planning and Organizing-Develops strategies and schedules for meeting goals and anticipates obstacles to goal attainment. Descriptor			1 - Inspires Others	1	1
Business Orientation-Contributes to enhancing the organization's business focus by developing Business Plans/ strategies. Descriptor			1 - Inspires Others	1	1
Leading and Developing People-Leads by nurturing, motivating and providing constructive feedback. Provides support & guidance in achievement of desired goals. Descriptor			1 - Inspires Others	1	1

Fig: 6.4 (Reviewer's view – Appraisal document of an employee – screen 2)

Here you can see all the key behavioural qualities on which you have to judge the appraisee. You can also see the rating given by the appraisee and the appraiser in the column 'Points scored (1 to 5) Self' and the 'Points scored (1 to 5) Appraiser' respectively.

Note: '1' is highest and '5' is the lowest.

You have to put your ratings in the 'points scored (1 to 5) Reviewer' column against each quality. Once you are done with this page, click on the 'Next section' button and you will get the below screen i.e. fig: 6.5

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Other Performance Considerations					
The first two questions are to be answered by the Appraisee. The final question by the Appraiser.					
Description			Value		
Special achievements during the period. (max 1000 characters)			<input type="text"/>		
Employee comments (max 1000 characters)			<input type="text"/>		
Summary of Feedback (to be filled by Appraiser) (max 1000 characters)			<input type="text"/>		
Summary of Feedback (to be filled by Reviewer) (max 1000 characters)			<input type="text"/>		

(c) mjunction Services Ltd. 2012
Return Back to Appraiser
Save&Exit
SaveTemp
Prev Section
Next Section
Exit Without Saving
Main Menu
Logout

Fig: 6.5 (Reviewer's view – Appraisal document of an employee – screen 3)

You can see the Appraisee has filled up his special achievements and comments and the appraiser has filled the Summary of feedback (to be filled by Appraiser) (max 1000 characters) field. You have

to put your comments in the Summary of feedback (to be filled by Reviewer) (max 1000 characters) field. This is only editable field for you on this form.

When you are done with this form, click on the 'Next Section' button and you will get the following form i.e. fig: 6.6.1

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Training Needs Assessment					
Please list in order of priority. You may enter from zero upto a maximum of five training needs.					
Add New Record					
Training Need (max 500 characters)		Why required. How will this impact performance and growth.		Proposed Completion Date	Comments by Reviewer (max 1000 characters)
<div> <div>(c) mjunction Services Ltd. 2012</div> <div> Return Back to Appraiser Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout </div> </div>					

Fig: 6.6.1 (Reviewer's view – Appraisal document of an employee – screen 4)

This is form will have the training needs entered by the appraiser for that employee. You can put your comments against each line item of the training need. You can also add a new training requirement by clicking on the 'Add new row' link in the extreme left/

If initially there is no entry, it just means that the appraiser feels that no training is required for that employee and if you wish to add a training need for that employee you can do that by clicking on the 'Add new row' link in the extreme left of the form and you will get the blank row as in fig 6.6.2.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Training Needs Assessment					
Please list in order of priority. You may enter from zero upto a maximum of five training needs.					
Add New Record					
	Training Need (max 500 characters)	Why required. How will this impact performance and growth.		Proposed Completion Date	Comments by Reviewer (max 1000 characters)
Delete					
<div> <div>(c) mjunction Services Ltd. 2012</div> <div> Return Back to Appraiser Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout </div> </div>					

Fig: 6.6.2 (Reviewer's view – Appraisal document of an employee – screen 4)

Fill up each line item according to the header's given for each column.

If you wish delete any row which you have added , you can do that by clicking on the 'Delete' given on the extreme left of each row added, refer fig : 6.6.2.

If you click the delete button you will get the un-delete link for that line item as shown in fig 6.6.3, this facility is given, in case you hit the delete link by mistake it should not get deleted.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Training Needs Assessment					
Please list in order of priority. You may enter from zero upto a maximum of five training needs.					
Add New Record					
	Training Need (max 500 characters)		Why required. How will this impact performance and growth.		Proposed Completion Date
	Comments by Reviewer (max 1000 characters)				
Delete	PMS	PMS	01.06.2012	PMS	
(c) mjunction Services Ltd. 2012					
Return Back to Appraiser Save&Exit SaveTemp Prev Section Next Section Exit Without Saving Main Menu Logout					

Fig. 6.6.3 (Reviewer's view – Appraisal document of an employee – screen 4)

Now if you click 'un-delete' that row will available to you again. If you wish to delete that line item just keep the 'un-delete' link and that row will be deleted when you move to the next section.

Once you are done with this form `click on 'Next Section' button and you will get the form below as shown in fig: 6.7.1

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description		Value			
Recommendations for Confirmation		Confirm			
Recommendations for Promotion		Promote			
Justification / Comments		PMS			
Calculated Rating		Doesn			
Appriasee consent remarks					
(c) mjunction Services Ltd. 2012					
Send for Appraisee Consent Return Back to Appraiser Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Fig. 6.7.1 (Reviewer's view – Appraisal document of an employee – screen 5)

Here you see that rating calculated by the system as per rating given by you for that employee. You can also modify the 'Recommendations for Confirmation' dropdown for that employee as shown in fig 6.7.1. Initially it will show the values given by the appraiser.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description	Value				
Recommendations for Confirmation	Confirm				
Recommendations for Promotion	Promote				
Justification / Comments	(Not Given)				
Calculated Rating	Doesn				
Appriasee consent remarks					
(c) mjunction Services Ltd. 2012 Send for Appriasee Consent Return Back to Appraiser Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Fig. 6.7.2 (Reviewer's view – Appraisal document of an employee – screen 5)

You can also modify the 'Recommendations for promotion' dropdown for that employee as shown in fig 6.7.2. Initially it will show the values given by the appraiser.

Justification and comments will have the values as given by the appraiser. Here you can also see the Appraisee consent remarks. This provided in read-only form to you, in-case the appraisal document is sent back to you by the Appraisee from last stage i.e. the 'Appraisee Consent stage'.

If you do not agree to this rating given by the appraiser you can click on 'return to Appraiser' button and you will get the Fig: 6.8.1 ,this confirmation popup message will be asked twice when you click on the return to Appraiser

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description	Value				
Recommendations for Confirmation	Confirm				
Recommendations for Promotion	No Promotion				
Justification / Comments	PMS				
Calculated Rating	Doesn				
Appriasee consent remarks					
(c) mjunction Services Ltd. 2012 Send for Appriasee Consent Return Back to Appraiser Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Microsoft Internet Explorer

You have requested to 'Return Back to Appraiser'. Are you sure?

OK Cancel

Fig: 6.8.1 (Reviewer's view – Return to Appraiser – screen 1)

. After that as shown in fig: 6.8.2, it will prompt for the reason for which you are returning the document back. Even this will confirmed twice, by clicking on the 'Ok' button. The document will be sent back to the target setter and also an intimation mail will be sent to him.

Explorer User Prompt

Script Prompt:

Please specify any reasons for sending back here (optional)

OK

Cancel

Appraisal Document of Aatrayee Sanyal Ghosh

Appraisal Cycle	DR12	Dry Run for 2012-13
App#	1	Period: 01.04.2012 to 01.03.2013
Pending With	Reviewer	Korak Saha
Company	MJunction	
Designation	NA	
Work Level	F	

Location

Kolkata

Section: Ratings and Recommendations

Section	Final Score
Key Result Area	500.00
Overall Score	5.00
Description	Value
Recommendations for Confirmation	Confirm
Recommendations for Promotion	No Promotion
Justification / Comments	PMS
Calculated Rating	Doesn
Appraisee consent remarks	

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Send for Appraisee Consent

Return Back to Appraiser

Save&Exit

SaveTemp

Prev Section

Exit Without Saving

Main Menu

Logout

Fig: 6.8.2 (Reviewer's view – Return to Appraiser – screen 2)

Now if you wish to send it to the Appraisee for his consent you can do that by clicking on the 'Send for Appraisee Consent' button of the fig 6.7.2, it will prompt for the confirmation twice as shown in fig 6.9.

Appraisal Document of Aatrayee Sanyal Ghosh

Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	33	Reviewer	Pending With	Reviewer	Korak Saha
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				

Section: Ratings and Recommendations

Section	Final Score
Key Result Area	500.00
Overall Score	5.00
Description	Value
Recommendations for Confirmation	Confirm
Recommendations for Promotion	
Justification / Comments	
Calculated Rating	
Appraisee consent remarks	

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Send for Appraisee Consent

Return Back to Appraiser

Save&Exit

SaveTemp

Prev Section

Exit Without Saving

Main Menu

Logout

Microsoft Internet Explorer

?


You have requested to Send for Appraisee Consent. After this, you cannot make changes. Are you sure?

OK

Cancel

Fig: 6.9 (Reviewer's view – Send for Appraisee's consent)

When you click 'OK' twice, the document will be send to appraisee for his consent and a mail will be triggered to him informing about the same and you will be redirected to the main menu with the successful message as shown in fig 6.10



mjunction

Performance Management System

Main Menu

Korak Saha

Hello, This is the first appraisal test cycle

Appraisal Round DR12 [Dry Run for 2012-13]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Non Roll based Template - Work Level F	Reviewer	2	0

Appraisal Round 1112 [Test Round for 2011-2012]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	1	0
	Appraiser	2	0
	Reviewer	11	0

The document is sent Successfully to - Appraisee Consent!!

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Logout

Fig: 6.10 (Reviewer's Main menu)

Appraisee Consent

When you login to the PMS system and you have a role of appraisee consent, you will get the similar screen as shown in Fig 7.1.

This stage is the last stage of the appraisal cycle. When the appraiser and reviewer give their rating to appraisal document then it sent to appraisee for his consent of the ratings given to him. He can see the whole document in the read-only mode with the ratings given to him.

If you see the screen, In the 'Your Role' column you will get the menu item as 'Appraisee Consent' against that You will get the details like how many total documents you have for consent and how many are pending among them.

mjunction

Performance Management System

Main Menu

Aatrayee Sanyal Ghosh

Hello, This is the first appraisal test cycle

Appraisal Round DR12 [Dry Run for 2012-13]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Non Roll based Template - Work Level F	Appraisee	1	0
	Appraiser as a target acceptor	1	0
	Appraiser Consent	1	1

Appraisal Round 1112 [Test Round for 2011-2012]

Level Category	Your Role	Appraisal Documents	
		Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	2	0
	Appraiser as a target acceptor	2	0
	Appraiser Consent	2	0

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Logout

Fig: 7.1 (Appraisee main menu)

Note: The 'your role' list will be round wise and template wise. I.e. for round 2011-2012, there two template documents, One is 'Role based' and the other is 'Non role based' and against each of them you will get the menu item for each role.

Refer fig 7.1, it has menu item in the 'your role' column as 'Appraisee consent' and in the 'pending' column as '0' for 'Non role based template' and '1' for the 'Role based template'

When you click on the '1' given in the pending column for Appraisee consent, you will get the below screen as shown in fig: 7.2.

mjunction		MJ		Performance Management System				319		mjunction	
Round: DR12				PENDING Appraisal Documents				Aatrayee Sanyal Ghosh			
Emp.#	Name of Appraisee	App #	Period	Stage	Pending With	Departmental BSC	Work Flow	Participants	Copy to Word	Rating History	View Doc
319	Aatrayee Sanyal Ghosh	1	01.04.12 01.03.13	Appraiser Consent	Appraiser Consent	Departmental BSC	WF	Part	Word	History	Appraiser Consent

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[Main Menu](#)
[Logout](#)

Fig: 7.2 (Appraiser pending appraisal document)

You have to click on 'Appraisal consent' link towards the extreme right in the 'View Doc' column. If the timelines are open you will get the self appraisal link or you will get the 'Not allowed' text.

Click on the 'Appraisal consent' link and you will open the actual appraisal document as shown in fig 7.3.1.

Appraisal Document of Aatrayee Sanyal Ghosh									
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13				
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013				
Stage	43	Appraiser Consent	Pending With	Appraiser Consent	Aatrayee Sanyal Ghosh				
Designation	Senior Officer		Company	MJunction					
SBU	Human Resources		Function	NA					
Sub-Function	NA		Work Level	F					
Location	Kolkata								
Section: Key Result Area									
You need to provide a total of 100 points (under the points allotted column).									
Expected Outcome	Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Rating Appraiser	Rating Reviewer	Ins	(
% of times 1st lot of validated CVs were sent within timeline - 2 working days for vanilla profiles; 5 working days for niche profiles	%	100%	100%	50	5	5	5		
Improvement in average recruitment lead time (Upto Middle Management)	%	100%	100%	50	5	5	5		

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[Return to Reviewer](#)
[Next Section](#)
[Exit Without Saving](#)
[Main Menu](#)
[Logout](#)

Fig: 7.3.1 (Appraiser consent view- appraisal document – screen 1)

This is the first form of the document which you had filled against which the appraiser and reviewer have given their ratings. To view whole form you need to scroll towards the right and you can see the screen as shown in fig 7.3.2. If you do not agree to the ratings given to you, you can any time return the document back to the reviewer while scrolling through the document.

Following are buttons given at the end of the screen-

'Prev Section' button is to go the previous section while you are scrolling through the document.

'Next Section' button is to go the next section while you are scrolling through the document.

'Return to Reviewer' button is to send the document back to the reviewer , if any modification are required at this stage.

'Logout' button is to logout the system without saving the data.

'Exit without saving' will be same as the logout

All these buttons will be available throughout the document except 'Prev section' will not be available on the first page and the 'Next Section' button will not be available on the last page.

Appraisal Document of Aatrayee Sanyal Ghosh							
Junction	Appraisal Cycle	DR12	Dry Run for 2012-13				
Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013				
Appraisee Consent	Pending With	Appraisee Consent	Aatrayee Sanyal Ghosh				
Senior Officer	Company	MJunction					
Resources	Function	NA					
	Work Level	F					
100 points (under the points allotted column).							
Measure of Performance	Target Set	Target Achieved (Max 500 characters)	Weightage allotted (Sum of all the weightages should be 100)	Rating Self	Rating Appraiser	Rating Reviewer	Interdependences and Support from others (Max 500 characters)
%	100%	100%	50	5	5	5	
%	100%	100%	50	5	5	5	

[Return to Reviewer](#)
[Next Section](#)
[Exit Without Saving](#)
[Main Menu](#)
[Logout](#)

Fig: 7.3.2 (Appraisee consent view- appraisal document – screen 1)

Below is the 2nd form showing the Key behavioural qualities along with the rating given by the appraiser and reviewer against each line item.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraisee Consent	Pending With	Appraisee Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Key Behavioural Qualities					
Attributes and their description KBQ			Points Scored (1 to 5) Self	Points Scored Appraiser	Points Scored Reviewer
Client Focus-Understands customer needs and drives long term customer satisfaction. Builds and strengthens customer relationships. Descriptor			1 - Inspires Others	1	1
Excellence-Executes actions in a focused manner within defined guidelines of cost, quality and time. Descriptor			1 - Inspires Others	1	1
Teamwork and Collaboration -Creates and sustains positive working relationships both within and external to the organization. Descriptor			4 - Needs support to Demonstrate	4	4
Innovation-Develops and applies innovative solutions / Best Practices to make improvements and resolve problems for the organization. Drives a culture of continuous learning. Descriptor			1 - Inspires Others	1	1
Learning Orientation and Leveraging Knowledge-Demonstrates ability to learn, integrate and use new work related knowledge and expertise in the interest of becoming more effective. Descriptor			1 - Inspires Others	1	1
Planning and Organizing-Develops strategies and schedules for meeting goals and anticipates obstacles to goal attainment. Descriptor			1 - Inspires Others	1	1
Business Orientation-Contributes to enhancing the organization's business focus by developing Business Plans/ strategies. Descriptor			1 - Inspires Others	1	1
Leading and Developing People-Leads by nurturing, motivating and providing constructive feedback. Provides support & guidance in achievement of desired goals. Descriptor			1 - Inspires Others	1	1

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[Return to Reviewer](#)
[Prev Section](#)
[Next Section](#)
[Exit Without Saving](#)
[Main Menu](#)
[Logout](#)

Fig: 7.4 (Appraisee consent view- appraisal document – screen 2)

If you click the 'next section' button you can see the form as shown in fig 7.5.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraisee Consent	Pending With	Appraisee Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Other Performance Considerations					
The first two questions are to be answered by the Appraisee. The final question by the Appraiser.					
Description			Value		
Special achievements during the period. (max 1000 characters)					
Employee comments (max 1000 characters)					
Summary of Feedback (to be filled by Appraiser) (max 1000 characters)					
Summary of Feedback (to be filled by Reviewer) (max 1000 characters)					
(c) mjunction Services Ltd. 2012					
		Return to Reviewer	Prev Section	Next Section	Exit Without Saving
		Main Menu	Logout		

Fig: 7.5 (Appraisee consent view- appraisal document – screen 3)

Here you can now see the comments of the appraiser and reviewer for your special achievements you had mentioned. When you click on the 'Next Section' button, you will get the below screen as shown in fig 7.6.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraisee Consent	Pending With	Appraisee Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU		Human Resources	Function	NA	
Sub-Function		NA	Work Level	F	
Location		Kolkata			
Section: Training Needs Assessment					
Please list in order of priority. You may enter from zero upto a maximum of five training needs.					
Training Need (max 500 characters)	Why required. How will this impact performance and growth.	Proposed Completion Date	Comments by Reviewer (max 1000 characters)		
PMS	PMS	01.06.2012	PMS		
(c) mjunction Services Ltd. 2012					
		Return to Reviewer	Prev Section	Next Section	Exit Without Saving
		Main Menu	Logout		

Fig: 7.6 (Appraisee consent view- appraisal document – screen 4)

This is the training requirements section, if your appraiser feels you need to undergo any training; they will be mentioned here along with the reviewers comments. Presently no training was mentioned for the above document hence it was empty. When you click on the 'Next section' button you will get the below screen as shown in fig: 7.7.1.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraisee Consent	Pending With	Appraisee Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description			Value		
Recommendations for Confirmation			Confirm		
Recommendations for Promotion			No Promotion		
Justification / Comments			PMS		
Calculated Rating			Doesn		
Meeting with appriaser (If [NO] is selected then click on Return back to reviewer)			No		
Appriasee consent remarks			No		
(c) mjunction Services Ltd. 2012 Accept & Close Appraisal Return to Reviewer Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Fig: 7.7.1 (Appraisee consent view- appraisal document – screen 5)

This is the final screen where you can see final rating of the document calculated by the system as per rating given by the reviewer along with the justification given you appraiser for ratings given.

You have give certain input on this screen, like whether the meeting was held with the appraiser or not. Select the appropriate value from the dropdown given and put your comments for the same in the below field 'Appraisee consent remarks'.

If 'No' meeting was held you need to send the document back to the reviewer or if you do not agree to the rating given even if the meeting was held with the appraiser , In both the scenarios you can send the document back to the reviewer. For that you need to click on the 'Return to reviewer' button.

When you click the Return to reviewer' button as shown in Fig: 7.7.2, you will get the confirmation popup message screen twice.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraiser Consent	Pending With	Appraiser Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description			Value		
Recommendations for Confirmation			Confirm		
Recommendations for Promotion			No Promotion		
Justification / Comments					
Calculated Rating			Doesn		
Meeting with appraiser (If [NO] is selected then click on Return back to reviewer)			No		
Appraiser consent remarks			No		
(c) mjunction Services Ltd. 2012 Accept & Close Appraisal Return to Reviewer Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Fig: 7.7.2 (Appraiser consent view- appraisal document – screen 5)

After that as shown in fig 7.7.3, it will prompt for the reason for which you are returning the document back. Even this will be confirmed twice, by clicking on the 'Ok' button. The document will be sent back to the target setter and also an intimation mail will be sent to him.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraiser	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraiser Consent	Pending With	Appraiser Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description			Value		
Recommendations for Confirmation			Confirm		
Recommendations for Promotion			No Promotion		
Justification / Comments			PMS		
Calculated Rating			Doesn		
Meeting with appraiser (If [NO] is selected then click on Return back to reviewer)			No		
Appraiser consent remarks			No		
(c) mjunction Services Ltd. 2012 Accept & Close Appraisal Return to Reviewer Save&Exit SaveTemp Prev Section Exit Without Saving Main Menu Logout					

Fig: 7.7.3 (Appraiser consent view- appraisal document – screen 5)

But if you are happy with the ratings given you, you can click on the 'Accept & close appraisal' button , It will give you the confirmation screen as shown in figure 7.7.3.

Appraisal Document of Aatrayee Sanyal Ghosh					
Company	MJ	M-Junction	Appraisal Cycle	DR12	Dry Run for 2012-13
Appraisee	319	Aatrayee Sanyal Ghosh	App#	1	Period: 01.04.2012 to 01.03.2013
Stage	43	Appraisee Consent	Pending With	Appraisee Consent	Aatrayee Sanyal Ghosh
Designation		Senior Officer	Company	MJunction	
SBU	Human Resources		Function	NA	
Sub-Function	NA		Work Level	F	
Location	Kolkata				
Section: Ratings and Recommendations					
Section					Final Score
Key Result Area					500.00
Overall Score					5.00
Description		Value			
Recommendations for Confirmation					
Recommendations for Promotion					
Justification / Comments					
Calculated Rating					
Meeting with appriaser (If [NO] is selected then click on Return back to reviewer)		No			
Appriasee consent remarks		No			
(c) mjunction Services Ltd. 2012					
<input type="button" value="Accept & Close Appraisal"/> <input type="button" value="Return to Reviewer"/> <input type="button" value="Save&Exit"/> <input type="button" value="SaveTemp"/> <input type="button" value="Prev Section"/> <input type="button" value="Exit Without Saving"/> <input type="button" value="Main Menu"/> <input type="button" value="Logout"/>					

Fig: 7.7.3 (Appraisee consent view- appraisal document – screen 5)

When you click 'Ok' twice, the appraisal document will be closed and a mail will be triggered to reviewer informing about the same and you will be redirected to the mail menu with the successful message as shown in fig 7.8.

Performance Management System			
Main Menu		Aatrayee Sanyal Ghosh	
		Hello, This is t	
Appraisal Round DR12 (Dry Run for 2012-13)			Appraisal Documents
Level Category	Your Role	Total	Pending
Non Roll based Template - Work Level F	Appraisee	1	0
	Appraisee as a target acceptor	1	0
	Appraisee Consent	1	0
Appraisal Round 1112 (Test Round for 2011-2012)			Appraisal Documents
Level Category	Your Role	Total	Pending
Test Template 11-12 (Non Roll Based)	Appraisee	2	0
	Appraisee as a target acceptor	2	0
	Appraisee Consent	2	0
The document is sent Successfully to - Closed!!			
(c) mjunction Services Ltd. 2012			Logout

Fig: 7.8 (Appraisee consent view- Main menu)



VELOCITY

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Thank you

You have successfully logged out from the Performance Management System.

Click [here](#) to login once again to the system.



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-----*The End*-----